Position: Graduate Apprentice to the Moseley Center  
Department: Moseley Campus Center  
Supervisor: Director of Campus Center Operations  
Office Location: Moseley 137

Moseley Campus Center
The Moseley Campus Center is at the heart of campus life. Since it opened in 1994, the Center has served as a vibrant facility for programs, meetings, dining, and relaxation for students, faculty, staff, and guests. It provides a social environment and supports a broad spectrum of campus events. It advances the mission of the University by providing an inclusive social environment on a residential campus for student-centered services and programming.

Position Description
The Graduate Apprentice for the Moseley Center works with the Director to ensure the facility is a vibrant and engaging place for students and student organizations. They will gain relevant experience in the development and implementation of student center and/or late-night programming; supervision and mentorship of student staff; management of a campus/student center; and the execution of major University events housed in the facility. Professional development opportunities will be offered through existing campus-wide programs as well as webinars and local or regional conferences related to student unions, event planning, student activities, student organization development, student leadership education, and student employment.

Primary Responsibilities
- Student Center Programming
  - Enhance programs and practices in the Student Center to ensure a vibrant and welcoming space for students to meet up and engage with others
  - Collaborate with Student Life departments/programs (i.e. Campus Recreation, Student Involvement/SUB, Residence Life/IRC, etc.) and student organization leaders to develop Student Center events and late-night programming
  - Develop a social media presence related to Student Center programming and late-night events
  - Coordinate the annual application process for student organization office assignments
  - Maintain, analyze, and report use statistics related to student center office and common space usage
- Student Staff Supervision
  - Interview and participate in the selection of new student staff members
  - Develop and facilitate training and leadership development opportunities for student staff
  - With the Director and Assistant Director, lead monthly student staff meetings and weekly manager meetings
  - Supervise and mentor a team of student staff members responsible for programming in the Student Center and supporting student organization leaders in event planning
  - Administer student staff self-assessment and reflection related to personal and professional learning outcomes
- Administrative Duties
Meet weekly with Director for guidance on work, reflect on learning, and advance professional development
Create strong partnerships across Student Life and with other University departments
Partner with the Director and Assistant Director to provide routine administrative tasks such as opening and closing the facilities, front desk management, website updates, etc.
Plan, execute, and assess the Moseley Center’s intentional programming/involvement in major University programs including Family Weekend, Homecoming, Cram Jam celebrations, Admissions events, and Elon Day.
Collaborate with Student Involvement and the Center for Leadership to provide student leader training and development for student organization leaders
Administer assessment procedures for the Moseley Center’s programmatic and student learning outcomes
Support the implementation of departmental, Student Life, and institutional priorities

Additional Responsibilities/Expectations
• Meet with Director at the start of the academic year to create a professional development plan connecting graduate apprenticeship to courses and career goals
• Participate in professional development opportunities hosted by the Office of Leadership and Professional Development
• In collaboration with the Director, complete end-of-semester evaluation focusing on areas of growth and further learning/development
• Conduct best practices research on student engagement in student unions and integrate academic/course knowledge to develop a proposal(s) for advancing Moseley Center as a vibrant student center